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24 FEB 1988

PAY ADMINISTRATION RULES - BANDING

GENERAL COMMENTS:

Commo Banding Experiment is set up as a five year experiment
°TCOs placed in 1985 and Electronic Tech placed on banding in 1987

For modeling, the population distribution should reflect the actual distribution across the pay levels and increments.

For budgeting purposes, Banding uses average of 1.5 GS steps as the equivalent increase in the increments (approximately 3 increments)

PAY STRUCTURE:

Banding uses five pay levels

Each pay level has approximate 50%+ spread from minimum to maximum

- °each pay level has 30 - 32 increments
- °each increment is worth approximately 1.5% or 1/2 a GS step

Banding includes two occupations:

- °Telecommunications Officers (unique to Commo)
distributed in TC01, TC02, TCM3 and TCM4 pay levels
- °Electronic Technicians (not unique to Commo)
distributed in TC01, TC02, TC03, TCM3 and TCM4 pay levels

PAY ADMINISTRATION (MOVEMENT WITHIN LEVELS):

Employees are restricted to maximum of four increments added to base salary in a 12 month period.

Merit advancements: replace the WGI/step in the GS system

- °eligible on an annual basis (no extended waiting times between higher steps as in the GS system)
 - °awarded as result of performance
 - °supervisor evaluates and evaluation board recommends to D/OC the number of increments
 - °increments awarded vary from 1 to 4 depending on performance evaluation
- °employees evaluated as better performers receive higher number of increments than employees evaluated as satisfactory
- °employees at or near the maximum of their pay level can receive increments above the maximum in the form of one time cash bonus
- °increments are approved by the D/OC who can change a supervisory recommendation (but rarely does so)

AWARDS:

Employees in banding are eligible to receive sustained superior performance awards or exceptional accomplishment awards in addition to their annual merit advancements

Not eligible to receive Quality Step Increases (QSIs) in the banding system

PROMOTION (MOVEMENT OF POPULATION BETWEEN PAY LEVELS):

Promotions: may occur from any increment in the lower pay level

- °Promotions are worth a minimum of four increments (approximately 6%) or the minimum of the next higher level whichever is higher

- °Promotions can be effective twice a year, employees can only be promoted once a year

- °If employee who is promoted received four increments for merit advancements, cannot receive any additional increments at time of promotion unless he is below the minimum for the next higher level

Evaluation panels recommend employees for promotion based on potential, completion of skills certifications and minimum tour requirements

- °D/OC approves promotions

COMPARABILITY INCREASES:

Legislated pay increases (also called comparability increases) are used to adjust the banding pay levels, employees receive an equivalent increase at the effective date of the increase

GAINS AND LOSSES OF THE POPULATION:

GAINS: new hires, part-time who convert to full-time, employees who transfer into banding from another pay system, employees who return from LWOP

LOSSES: retirement, death, separation from the Agency, full-time who convert to part-time, employees who transfer out of banding to another pay system, employees who go on LWOP